

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: September 27, 2004

Bulletin #: 535

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: October 8, 2004

California Relay Service TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #535:

- **ADMINISTRATIVE OFFICER III – CAPITAL DISTRICT**
- **CONSTRUCTION SUPERVISOR II – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER**
- **MANAGEMENT SERVICES TECHNICIAN – DIABLO VISTA AND NORTH BAY DISTRICTS/ADMINISTRATIVE CENTER**
- **OFFICE ASSISTANT (TYPING) (TWO POSITIONS) (PERMANENT INTERMITTENT) – SAN LUIS OBISPO COAST DISTRICT/VISITOR CENTER**
- **OFFICE ASSISTANT (TYPING) – CAPITAL DISTRICT/GOLD FIELDS DISTRICT ADMINISTRATIVE CENTER**
- **PARK MAINTENANCE SUPERVISOR – MONTEREY DISTRICT/BIG SUR SECTOR**
- **STATE PARK INTERPRETER III – SAN LUIS OBISPO COAST DISTRICT**
- **WATER AND SEWAGE PLANT SUPERVISOR (24-MONTH LIMITED TERM) – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK SUPERINTENDENT II – SIERRA DISTRICT/LAKE TAHOE SECTOR**
- **SUPERVISING STATE PARK RANGER – MENDOCINO DISTRICT/SOUTH SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER III (\$4746-\$5726) – CAPITAL DISTRICT

The reporting location for this position is at the Heilbron Mansion in Sacramento. This position will work under the general direction of the District Superintendent. The incumbent will be responsible for the entire range of Administrative duties for the Capital and Gold Fields Districts. This includes all personnel, budgeting, accounting, contracts, reception, correspondence, concessions, and training. The Administrative staff consists of one Administrative Officer I, five Management Services Technicians, and one Office Assistant. The Heilbron Mansion is a fabulous Victorian building located one block from the Resources Building. **State housing is not available.** For further information regarding this position, please contact Steve Hill at (916) 327-8869 or e-mail at shill@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

CONSTRUCTION SUPERVISOR II (\$5089-\$6187) - ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER

The reporting location for this position is the Southern Service Center located in San Diego. This position will work under the direction of the Construction Supervisor III. The incumbent will be responsible for taking charge of and supervising the construction and/or project program activities of the Southern Service Center. This includes coordinating, scheduling, and reviewing the activities of supervision, and inspection of all projects derived from and within the Southern Service Center area. Other duties involve recognition, coordination and enforcement of issues relating to CEQA, Historic Building codes, Federal and State Environmental Restrictions, and all other applicable mitigating requirements during the course of the project from inception through design and construction; as well as oversight of matrix organize multi-discipline project teams, review of work plans, schedules, budgets and performance requirements, and problem resolution. **State housing is not available.** For further information regarding this position, please contact Anthony Brown at (619) 220-5418.

MANAGEMENT SERVICES TECHNICIAN (\$2331-\$3201) – DIABLO VISTA AND NORTH BAY DISTRICTS/ADMINISTRATIVE CENTER

The current reporting location for this position is 20 E. Spain Street in Sonoma. Upon completion, the Administrative center and multi-district office complex will be located at Petaluma Adobe State Historic Park in Petaluma. This position will work under the direction of the Administrative Officer I. The incumbent will be responsible for reconciliation, personnel transactions, special reports, cost accounting and posting, and providing analysis, recommendations, fiscal efficiency and accountability for the Diablo Vista and North Bay Districts. This position acts as lead person to the Accounting Team. **State housing is not available.** For further information regarding this position, please contact Darlene Neal at (415) 898-4362 Ext. 13.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE ASSISTANT (TYPING) PERMANENT INTERMITTENT (TWO POSITIONS)
(\$11.56-\$15.24/HOUR) - SAN LUIS OBISPO COAST DISTRICT/VISITOR CENTER

The reporting location for these positions is in the Ticket Office at Hearst San Simeon State Historical Monument Visitor Center in San Simeon. These positions will work under the direction of the Office Services Supervisor. The incumbents will be responsible for providing security and screening for access to Hearst Castle®, providing information, directions and assistance to visitors both in person and by telephone, collecting fees, maintaining files of future tours, verifying and collecting tickets, typing bank deposits, ticket sales, ticket office operations, and various other duties as needed. These positions will be required to work evenings, weekends and holidays. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please call Linda Payne or Joan Mislant at (805) 927-2005.

OFFICE ASSISTANT (TYPING) (\$2003-\$2641) – CAPITAL DISTRICT/
ADMINISTRATIVE CENTER

The reporting location for this position is the Capital/Gold Fields Administrative Center in Sacramento. This position will work under the direction of the Administrative Officer I. The incumbent will be responsible for reception duties, district mail delivery, ordering supplies, reporting the district visitation, and maintaining the districts files. **State housing is not available.** For further information regarding this position, please contact Joan Evers at (916) 445-0062 or email at jever@parks.ca.gov.

PARK MAINTENANCE SUPERVISOR (\$3345-\$4025) – MONTEREY DISTRICT/BIG
SUR SECTOR

The reporting location for this position is the Multi-Agency Facility in the Big Sur Sector. This position will initially work under the direction of the Sector Superintendent for the Big Sur Sector. Once a Park Maintenance Chief I position is filled for the Sector, the position will report to the Sector's Park Maintenance Chief I. The incumbent will be responsible for the facilities maintenance and housekeeping programs at Point Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, John Little State Reserve, and the Multi-Agency Facility. The incumbent will be an integral part of the District's overall Maintenance program. Possession of a Class A driver's license is required and a differential will be paid. The incumbent will be subject to the Commercial Driver's License Drug and Alcohol Testing Program. **State housing may be available.** For further information regarding this position, please contact Lois Harter at (831) 667-0193 or lharte@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STATE PARK INTERPRETER II (\$3746-\$4555)/STATE PARK INTERPRETER I (\$3266-\$3969) – SAN LUIS OBISPO COAST DISTRICT

The reporting location for this position is the Morro Bay Museum of Natural History. This position will work under the direction of the Sector Superintendent. The incumbent will serve as the Sector Interpretive Coordinator. The majority of the work will be involved with the Natural History Museum in Morro Bay. The incumbent will advise staff on interpretive policy, coordinate interpretive activities and enhance public, community and allied agency understanding of the significance and value of California State Parks. This position coordinates training and evaluation of field interpreters, volunteers, facilities, planning efforts and programs. The incumbent will coordinate, evaluate, develop and administer interpretive programs; take part in budgeting for planning and maintenance of interpretive facilities, equipment and artifacts; present programs, and provide Community Outreach programs. **State housing is not available.** For further information regarding this position, please contact Greg Smith at (805) 771-1911.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

WATER AND SEWAGE PLANT SUPERVISOR (24-MONTH LIMITED TERM) (\$4601)
- CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE
RECREATION AREA

The reporting location for this position is the Millerton Lake State Recreation Area maintenance shop in Friant. This position will work under the direction of the District Maintenance Chief and reports to the San Joaquin Sector Maintenance Chief. This position will be known as the "Operator in Charge" for the San Joaquin and South Valley Sectors. The incumbent will direct the work of others in system operations, and may be assigned to work with or direct staff in system related matters at other Sectors within the Central Valley District. The incumbent will communicate with other Water and Sewage Plant Supervisors in the District to ensure proper coverage and uniform procedures.

The incumbent will monitor and participate in the maintenance and operation of water and wastewater treatment facilities throughout the San Joaquin Sector, and have oversight of the South Sector water and wastewater treatment facilities. The incumbent will also inspect systems on a regular schedule and become familiar with all water and wastewater systems within assigned areas. The incumbent will work within budgetary constraints, Department and District policies and procedures, and ensure function and policy compliance by inspecting, reviewing and evaluating the maintenance program regarding water and sewage systems. The incumbent will develop and keep current operation manuals for each water and sewage system; maintain records and submit required reports in a timely manner to assure all systems are in compliance, and work with other staff throughout the District as well as with outside agencies or Departments, including businesses and other persons pertinent to duties and responsibilities. The incumbent will also participate in the development of the District budget as required to provide efficient and effective water and wastewater system service; participate in the MAXIMO program and keep updated records for the system portion of the program; recommend projects for inclusion into the Deferred Maintenance Program; coordinate all activities with the Maintenance Chief(s), and keep apprised of all activities on a timely basis. Open and timely communications with the Maintenance Chief(s) are required so funding and training issues can be addressed. A grade II Water Treatment License, a Water Distribution License, and a back-flow license are required. All license and permit requirements will be kept current and updated as required for maintaining system compliance. **A State trailer pad may be available.** For further information regarding this position, please contact Al Orozco at (559) 822-2332.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancy is offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT II – (\$4774-\$5758) – SIERRA DISTRICT/LAKE TAHOE SECTOR

The reporting location for this position is the Sierra District Office in Sugar Pine Point State Park. This position will work under the direction of the District Superintendent. The incumbent will be responsible for the operations at D.L. Bliss State Park, Emerald Bay State Park, Lake Valley State Recreation Area, Washoe Meadows State Park, Sugar Pine Point State Park, Ward Creek, Tahoe State Recreation Area, Burton Creek State Park and Donner Memorial State Park. This sector includes 4 large active campgrounds, a boat-in campground, two famous historic structures (Vikingsholm and Pine Lodge), three visitor centers, a large underwater park at Emerald Bay, a golf course, and nearly 40,000 feet of spectacular lakefront. The incumbent will be supervising the visitor and maintenance services functions. The incumbent will also be actively involved with the Sierra State Park Foundation. **State housing may be available.** For further information regarding this position, please contact Hayden Sohm at (530) 525-9523.

SUPERVISING STATE PARK RANGER – (\$3965 -\$4774) MENDOCINO DISTRICT/ SOUTH SECTOR

The reporting location for this position is Hendy Woods State Park. This position will work under the direction of the State Park Superintendent II. The incumbent will be responsible for the visitor services operations at Hendy Woods State Park, Navarro River Redwoods State Park, Manchester State Park, Greenwood State Park and Schooner Gulch State Park and Montgomery Woods State Reserve and Mailliard State Reserve. The incumbent will be expected to actively supervise and participate in a full range of visitor services activities including public safety, resource protection, interpretation, and volunteer management. **State housing may be available.** For further information regarding this position, please contact Ron Munson at (707) 927-2507.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.

Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
C.E.A. Park Operations	October 1, 2004	Promotional
C.E.A. Development Division	Until Filled	Promotional
Communications Operator	Continuous File	Open Non-Promotional
Staff Services Manager I	October 8, 2004	Promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open